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Position #: (PSA)..... (E)
Developed by:.....CB
Reviewed by:.....SG
Approved by:.....LK
Date:02/07;06/10;6/11;7/12
06/13;7/14;6/15;6/16; 6/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Admission Recruiter
DIVISION: Academic Affairs
REPORTS TO: Assistant Dean, Admission
GRADE: 8
SUPERVISES: Clerical support staff

BASIC FUNCTION:

After completing an intensive one-week training program on campus, serve as ambassadors of the University of Rhode Island at recruitment functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Represent the University at high school and two-year college visitations and college fairs at schools throughout the northeast, and elsewhere as needed.

Attend evening and weekend college fairs as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; demonstrated prior college admission recruiting experience, or demonstrated knowledge of URI and its programs; demonstrated proficiency in written communication skills; demonstrated strong verbal and interpersonal communication skills; demonstrated ability to work with diverse groups/populations; demonstrated ability to prepare and deliver oral presentations; ability to provide own transportation for travel; and, willingness to travel extensively.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.